



**COUNTY OF YORK**  
**Elections/Voter Registration Office**  
**28 East Market Street, Room B003**  
**York, PA 17401-1579**  
Steve Ulrich, Director  
[sfulrich@yorkcountypa.gov](mailto:sfulrich@yorkcountypa.gov)

Dear Candidate for Judge or Inspector of Election:

The Elections/Voter Registration Office is making every effort to provide for the orderly and efficient filing of nomination petitions. Listed below and attached to this letter is pertinent information regarding the circulation and filing of your petitions.

1. The **FIRST DAY** for candidates to circulate and file petitions is **FEBRUARY 16, 2021**.
2. The **LAST DAY** for candidates to circulate and file petitions is **MARCH 9, 2021, at 4:30 p.m.**
3. Signatures obtained prior to or after the above dates are not valid.
4. The location for filing nomination petitions is:

Elections/Voter Registration Office  
County of York Administrative Center  
28 East Market Street, Room B003  
York, PA 17401-1579

5. Candidates for Judge and Inspector **DO NOT** need to complete the **Waiver of Expense Account Reporting Affidavit** as state law specifically exempts such candidates from all Campaign Expense Reporting deadlines; and candidates for Judge and Inspector **DO NOT** need to complete the State Ethics Commission's **Statement of Financial Interest**. These documents are required to be filed by other candidates for public office.
6. The term for Judges and Inspectors is four years from the first Monday of January following election. For officials elected in November 2021, the new terms begin January 3, 2022 and will end January 5, 2026.

**NOTE: INCOMPLETE SUBMISSIONS WILL BE REJECTED!**  
If you have any questions, please contact this office at 717-771-9604

## **IF YOU PRINT OR COPY THE NOMINATION PETITIONS**

Petitions **MUST** be printed/copied as **DUPLEX** (double-sided, front and back, head-to-head) on **PLAIN WHITE** 8 1/2" x 11" (letter-size) paper. This requirement **CANNOT** be satisfied by printing each side of the nomination petition on a separate sheet of 8 1/2" x 11" paper and affixing the two sheets together with a staple, paper clip, or adhesive.

### **FAILURE TO REPRODUCE THE NOMINATION PETITION FORMS CORRECTLY WILL RESULT IN REJECTION OF THOSE FORMS!**

If you have any questions or are unsure whether you have correctly reproduced any of the forms, please contact the Elections/Voter Registration Office at 717-771-9604 or pick them up in person.

## **PLEASE READ ALL INSTRUCTIONS PROVIDED FOR THE NOMINATION PETITIONS PRIOR TO CIRCULATION**

### **Instructions for Completing the Front of the Nomination Petition**

**Numbered blank lines** at the top of each nomination petition must be completed **BEFORE** signatures are obtained; the numbered instructions correspond with the numbered blank lines.

#### **❶ ELECTORAL DISTRICT**

Write the name of the "Electoral District" in which the candidate is running. The electoral district is the geographical area represented by the office the candidate is seeking.

- A. If you are running for an election district that is city/township/borough-wide, insert the name of the municipality in which you are running THEN insert "York County."

Examples:

"Hopewell Township, York County"

"Jacobus Borough, York County"

- B. If you are running for an election district in which the municipality is divided into wards and/or precincts, then also include the ward and/or precinct followed by "York County."

Examples:

"Hanover Borough 1<sup>st</sup> Ward, York County"

"Springettsbury Township 4<sup>th</sup> District, York County"

"York City 8<sup>th</sup> Ward, York County"

#### **❷ POLITICAL PARTY**

Enter the candidate's political party ("Democratic" or "Republican").

#### **❸ NAME OF CANDIDATE**

Type or print the name of the candidate **EXACTLY** as the candidate would like it to appear on the ballot.

Candidates who wish to use nicknames, other than a derivative of their legal given name, must comply with the York County Board of Elections Policy #2001-2.

#### **❹ PROFESSION, BUSINESS, OR OCCUPATION**

For "Profession, Business, or Occupation," write your current job title, such as "Attorney," "Clerk," "Accountant," "Business Manager," "Secretary," or "Steel Worker." Simply putting initials such as VP, CEO, COO, CFO is not sufficient. (Note: Retired is an acceptable entry in this line.)

#### **❺ PLACE OF RESIDENCE**

Enter your house number (apartment number, if applicable), street name and ZIP Code.

## ⑥ TITLE OF OFFICE

For “Title of Office” include the office for which you are seeking election: Judge of Elections or Inspector of Elections. To view a list of offices for which nominations will be sought, go to the county’s website ([www.yorkcountypa.gov/voting-elections.html](http://www.yorkcountypa.gov/voting-elections.html))

## ⑦ TERM OF OFFICE

For “Term of Office” insert “four years.”

# **Instructions for Circulating the Nomination Petition**

### **Minimum Number of Signatures:**

The minimum number of valid signatures required for each office on the ballot is 10 for candidates for Judge of Election and five signatures for candidates for Inspector of Election. It is good practice to EXCEED the minimum required number of signatures so that if any of the obtained signatures are stricken from the petition if challenged, the number of valid signatures included in your petition would not fall below the minimum required signatures.

### **Requirements for Gathering Valid Signatures:**

To be considered a valid signature, the signature must meet the following requirements.

1. Each signer may sign one petition for a candidate for each office as s/he is permitted to vote for only one candidate.
2. Each signer of a petition must be a registered and enrolled elector of the party referred to in the petition. In other words, Republican electors must sign Republican petitions and Democratic electors must sign Democrat petitions.
3. In addition to **PERSONALLY** signing and printing their names, each signer must insert the information concerning their place of residence and date of signing, listing their complete voter address. Please note that this address may or may not be the same as one’s postal address and that **the petition requires the signer to list their city, borough or township**. The date of signing may be expressed in words or numbers; such as February 16, 2021; Feb. 16, 2021; 16 Feb 2021; or 2/16/21.
4. **DO NOT ALLOW ANY SIGNER TO USE DITTO MARKS ANYWHERE ON THE PETITION.** Each signer must insert all required information in each column themselves.
5. **If a mistake is made on the form, do not use white out or completely blacken out.** Simply draw a line through the information and write the correction.
6. **AN INDIVIDUAL MAY ONLY SIGN FOR THEMSELVES. NO ONE IS PERMITTED TO SIGN THE PETITION FOR ANYONE ELSE.** For example, one spouse may not sign for the other spouse; parents may not sign for children and children may not sign for parents.

**Note:** If a petition is challenged and signatures are declared invalid by a court, a candidate may be struck from the primary ballot if the remaining number of valid signatures on the petition fall under the minimum number of required valid signatures.

## **Statement of Circulator**

For **ALL PETITIONS**, the *Statement of Circulator* found at the bottom of the back page of the petition must be signed **by the person who circulated** the petition. In this section, the circulator will complete the information in lines 1 through 5. The *Statement of Circulator* must be completed **AFTER**, and only **after**, the necessary signatures are gathered. For the address section of the *Statement of Circulator* please note that it asks for the circulator’s city, borough or township (not their postal city). For example, if it is York Township, insert that municipality, not “York.” All circulators must be registered voters of the Commonwealth of Pennsylvania and enrolled members of the party for which they are circulating.

## **Instructions for Completing the Candidate's Affidavit**

Each candidate, along with the petitions with the required minimum number of signatures, must submit one *Candidate Affidavit*. After all signatures are obtained, the Candidate's Affidavit must then be signed by the candidate in front of a Notary Public, who will notarize the affidavit. The candidate will complete the information in the right column and the **Notary Public** will complete the information in the left column. For "Title and Term of Office" insert the exact title of the office for which you are running and the term of that office, as listed in numbers 6 and 7 of preamble of the nomination petition.

## **Casting of Lots for Ballot Position**

If more than one (1) candidate in the primary is seeking the same public office, then each candidate may draw in person or have a proxy draw in their place to determine the ballot position. Should the candidate designate a proxy, authorization must be made in writing and notarized. If neither the candidate nor the proxy appear for the drawing, then a member or appointed member of the Board of Elections will draw. The casting of lots will take place **at noon on Wednesday, March 17, 2021** in the lobby of the York County Administrative Center, 28 East Market Street, York, PA. (Note: Since the governor is a registered Democrat, the Democratic Party will appear first on all ballots). Once the petition filing period opens, a list of candidates filed will be posted, and updated as needed, on the County's website ([www.yorkcountypa.gov/voting-elections.html](http://www.yorkcountypa.gov/voting-elections.html))

## **Filing the Nomination Petition**

**Sheet Numbers:** Fill in the sheet numbers in the bottom right corner. Number consecutively.

**Copies:** If you desire **copies** of your nomination petitions, please make them **BEFORE** you file with this office. Once filed, they become the property of York County and are subject to a copying fee, which is \$0.25 (cents) per page.

**Where to File Completed Petition Packages:** To submit completed petitions and all other necessary materials that must be filed:

### **MAIL**

County of York Elections/Voter Registration  
28 East Market Street  
York, PA 17401-1597

### **DELIVER**

Elections/Voter Registration  
28 East Market Street, Room B003  
York, PA 17401

<p><b>All Petitions MUST BE RECEIVED in this office</b> <b>NO LATER THAN 4:30 p.m., March 9, 2021.</b> <b>POSTMARKS ARE NOT ACCEPTED FOR TIMELY FILING.</b></p>
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### **NOTE: INCOMPLETE SUBMISSIONS WILL BE REJECTED.**

If you have any questions, please feel free to contact the  
York County Election Office 717-771-9604

## 2021 PENNSYLVANIA ELECTIONS IMPORTANT DATES

First day to circulate and file nomination petitions .....	February 16
Last day to circulate and file nomination petitions .....	March 9
Last day to file objections to nomination petitions .....	March 16
Casting of Lots to determine ballot position for primary.....	March 17
Last day for withdrawal by candidates who filed nomination petitions .....	March 24
Last day to REGISTER before the primary .....	May 3
Last day to apply for a mail-in or civilian absentee ballot .....	May 11
<b>MUNICIPAL PRIMARY</b> .....	May 18
First day to REGISTER after primary .....	May 19
Last day to file objections to nomination petitions .....	August 9
Last day to REGISTER before the November election.....	October 18
Last day to apply for a mail-in or civilian absentee ballot .....	October 26
<b>MUNICIPAL ELECTION</b> .....	November 2

*Note: All dates in this calendar are subject to change without notice.*